

# EEOP Short Form



Thu Mar 06 15:26:58 EST 2008

## Step 1: Introductory Information

<b>Grant Title:</b>	All Grants	<b>Grant Number:</b>	
<b>Grantee Name:</b>	City of Leesburg	<b>Award Amount:</b>	
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	501 W Meadows Leesburg, Florida 34749		
<b>Contact Person:</b>	Earll Bean	<b>Telephone #:</b>	352-728-9891
<b>Contact Address:</b>	115 E Magnolia St Leesburg, Florida 34748		
<b>DOJ Grant Manager:</b>	Nadine Fulton-Jones	<b>DOJ Telephone #:</b>	202-514-6661

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### Policy Statement:

The Equal Employment Opportunity (EEO) policy of the City of Leesburg provides for the equality of opportunity before and during employment for all applicants and employees regardless of race, color, religion, sex, age, national origin, handicap/disability, marital status, or other similar factors not job related. It is not the City's intent to permit or require the lowering of bona fied job requirements or qualification standards to give preference to any employee or applicant for employment; however, we will take positive measures in accordance with the prevailing federal and state law to increase the representation of underutilized groups in the departments workforce.

Everyone is offered the opportunity to apply for new or vacant positions with total disregard to physical/mental handicap. No otherwise qualified person will be denied the opportunity to work for the City of Leesburg solely on the basis of handicap. City buildings and facilities provide elevators, ramps, special restroom accommodations, and other accommodations for handicapped individuals.

It is the responsibility the City Manager, Department Heads, and supervisors to give the City's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which effects the City's commitment and philosophy to equal employment opportunity. It is the responsible of the City Manager to maintain, update, and effectively implement the policies and procedures of Equal Employment Opportunity.

The City of Leesburgs policy of equality of opportunity applies to all levels of the department and to all job classifications.

## **Step 4b: Narrative Underutilization Analysis**

Community labor statistics show that Native Hawaiian/Pacific Islander, American Indian/Alaskan Native, Asian, and descendant of two or more races represent a very small segment of the local population. Therefore, the focus of this narrative will be the three primary racial groups (Blacks, Hispanics, and Whites). All three major racial groups showed some degree of underutilization isolated within specific job categories. Larger areas of underutilization identified White females and males, Hispanic males and females, as well as Black females and males.

Officials/Administrators- White females were underutilized by 14%. Hispanic females were underutilized by 1% and Hispanic males were underutilized by 2%.

Professionals White females were underutilized by 20%. Hispanic females were underutilized by 3%.

Technicians - White females were underutilized by 29%. Hispanic females were underutilized by 3%. Black females were underutilized by 9%.

Protective Services Sworn Category - Hispanic males were underutilized by 1%, Black females by 1.18%, and Hispanic females by 0.47%.

Protective Services Non-Sworn Category Hispanic males were underutilized by 2%. White females were underutilized by 10%.

Administrative Support Category - White males were underutilized by 15%, Hispanic males by 2%. Hispanic females were underutilized by 3%.

Skilled Craft Category - Hispanic males were underutilized by 6% and white females were underutilized by 2%.

Service/Maintenance Category - White females were underutilized by 22%, Hispanic females by 3% and Black females were underutilized by 2%.

With the exception of American Indian or Other Native Alaskan underutilized by 12% in the Protective Services Non-Sworn category, and males of two or more races at 1% in the Protective Services Sworn category, all other categories showed an underutilization rate of 0% or < 1%.

## **Step 5 & 6: Objectives and Steps**

### **1. Continually promote the apprentice program targeting females and blacks for employment.**

- a. Use minority and female police officers to assist in the recruitment process and increase attendance at job fairs which target women and minorities.

### **2. Continually provide opportunities for underutilized classes to attend college or other training opportunities and become better qualified for higher lever positions.**

- a. Encourage all members to take advantage of training opportunities to make the better qualified for future advancement.
- b. Tuition reimbursement program. Reimbursement of one hundred percent of tuition is paid (up to \$500 per class) and the cost of books is reimbursed with a grade of C or higher.

### **3. To expand recruitment efforts in order to meet identified needs.**

- a. Advertise position vacancies in area Hispanic and other minority newspapers.

**Utilization Analysis Chart**  
**Relevant Labor Market: Lake County, Florida**

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	26/67%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	7/18%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,395/60%	260/2%	120/1%	20/0%	80/1%	0/0%	30/0%	3,990/32%	180/1%	245/2%	0/0%	35/0%	0/0%	10/0%
Utilization #/%	7%	-2%	4%	-0%	-1%	0%	-0%	-14%	-1%	8%	0%	-0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	39/48%	1/1%	6/7%	0/0%	0/0%	0/0%	0/0%	25/30%	0/0%	11/13%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,370/37%	195/2%	200/2%	0/0%	85/1%	0/0%	25/0%	6,050/51%	410/3%	425/4%	15/0%	110/1%	0/0%	30/0%
Utilization #/%	11%	-0%	6%	0%	-1%	0%	-0%	-20%	-3%	10%	-0%	-1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	40/68%	2/3%	3/5%	0/0%	0/0%	1/2%	0/0%	13/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	665/31%	40/2%	30/1%	10/0%	4/0%	0/0%	0/0%	1,085/51%	60/3%	195/9%	4/0%	20/1%	0/0%	20/1%
Utilization #/%	37%	2%	4%	-0%	-0%	2%	0%	-29%	-3%	-9%	-0%	-1%	0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	57/76%	3/4%	6/8%	0/0%	0/0%	0/0%	0/0%	9/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,550/74%	105/5%	120/6%	4/0%	0/0%	0/0%	15/1%	260/12%	10/0%	25/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-1%	2%	-0%	0%	0%	-1%	-0%	-0%	-1%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	45/62%	4/6%	8/11%	2/3%	0/0%	0/0%	0/0%	11/15%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	60/43%	10/7%	15/11%	20/14%	0/0%	0/0%	0/0%	35/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	-2%	0%	-12%	0%	0%	0%	-10%	3%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	11/10%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	79/75%	1/1%	13/12%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,410/26%	350/2%	380/2%	30/0%	10/0%	0/0%	20/0%	13,150/62%	795/4%	770/4%	70/0%	100/0%	0/0%	80/0%
Utilization #/%	-15%	-2%	0%	-0%	-0%	0%	-0%	12%	-3%	9%	-0%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	90/82%	1/1%	13/12%	0/0%	0/0%	0/0%	0/0%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%

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Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
CLS #/%	8,195/81%	720/7%	375/4%	40/0%	10/0%	0/0%	25/0%	620/6%	45/0%	4/0%	15/0%	15/0%	0/0%	10/0%
Utilization #/%	0%	-6%	8%	-0%	-0%	0%	-0%	-2%	-0%	1%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	34/42%	8/10%	27/34%	0/0%	0/0%	0/0%	0/0%	7/9%	0/0%	4/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,170/44%	1,600/6%	1,590/6%	80/0%	120/0%	10/0%	90/0%	7,785/31%	740/3%	1,775/7%	35/0%	140/1%	0/0%	40/0%
Utilization #/%	%	4%	27%	-0%	-0%	-0%	-0%	-22%	-3%	-2%	-0%	-1%	0%	-0%

- b. Identify and contact local schools and secondary education programs to inform and possibly recruit prospective applicants.
- c. Increase recruitment efforts in locations that have a higher minority population than other areas of the state
- d. Increase recruitment locally at establishments (churches, social organizations, etc.) that have a high minority membership.

**4. Review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females and minorities equal employment opportunity with the Department exist.**

- a. Review information, such as the following, in terms of possible trends:
  - 1. Employment application availability and convenience,
  - 2. Promotions/transfers,
  - 3. Terminations (voluntary and involuntary), and
  - 4. Disciplinary actions.

**5. Continually evaluate recruitment practices to ensure females and blacks are receiving equal opportunity to secure employment.**

- a. Review employment practices/policies staff to ensure compliance with current laws and ordinances.

**Step 7a: Internal Dissemination**

- 1. Post the EEO Policy on bulletin boards throughout the City.
- 2. Post the EEOP on the City of Leesburg's Intranet.
- 3. Inform all employees where they can obtain a copy of the plan.

**Step 7b: External Dissemination**

- 1. Copies of the EEO Plan are available for public review under the public records act of the State of Florida, by contacting the Human Resources and City Records offices.
- 2. Continue to include the statement "The City of Leesburg is an Equal Opportunity Employer" on all job applications.
- 3. Post a memo in the Human Resource Office explaining how applicants and members of the public may obtain a copy of the EEOP
- 4. Post the EEOP on the City website.

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Jay M. Lee      CITY MANAGER      03/10/08  
[signature]                      [title]                      [date]